



CLACKAMAS COUNTY

# Soil and Water Conservation District

Approved 8/21/12

## SWCD Board Meeting Minutes for July 17, 2012

### Present:

**Directors:** Don Guttridge (Treasurer), Jesse Nelson, Ron Oberg (Chair), Mike Weinberg (Vice Chair), Joan Zuber (Secretary)

**Associate Directors:** Janiece Miller

**Staff:** Lisa Kilders, Marlene Lloyd, Eann Rains, Tom Salzer

**Guest:** Earl Bowerman, Chris Janik, Michelle Janik, Sue Marshal

Partner: Kris Homma

### **1 – CALL TO ORDER and AMEND/ACCEPT AGENDA/ PUBLIC COMMENT**

Chair Oberg called the meeting to order at 1:00 p.m. on Tuesday, July 17, 2012 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon. Introduction of a scholarship recipient was moved to the beginning of the agenda.

Michelle Janik, one of the recipients of the 2012 CCSWCD Scholarship, attended the board meeting to thank the board for the scholarship award. A thank you card from Emily Kraxberger, another scholarship winner, was distributed for the board to read. Emily could not attend the meeting as her summer job called her away to eastern Oregon.

### **2 – MINUTES AND OLD BUSINESS**

- A. Corrections were made to the June 10, 2012 board meeting minutes by Director Zuber. Directors Guttridge/Nelson moved/seconded to accept the corrected minutes for the June 19, 2012 Board minutes. Motion carried unanimously.

### **3 – MONTHLY FINANCIALS**

- A. Staff Lloyd presented the financial reports through the end of the fiscal year, June 30, 2012. Lloyd noted that the District received additional tax money in June and received a refund from the Oregon Employment Department for overpaid taxes in 2010.

The District spent 71.69% of the anticipated budget primarily due to effective controls on spending and delays in implementing large projects. Directors Weinberg/Guttridge moved/seconded to accept the financial reports as presented. Motion carried unanimously.

- B. Staff Lloyd also presented the voucher approval list. She noted that the District had processed our first Conservation Loan using the DEQ State Revolving Fund Loan. The recipient has already made two of his four payments back to the District. Directors Guttridge/Weinberg moved/seconded to approve the voucher list as presented. Motion carried unanimously.
- C. Staff Rains presented the new Conservation Fund expenditures and commitments spreadsheet for 2012-2013.

#### 4 – NON-RECURRING FINANCIALS/FUNDING

- A. Staff Lloyd reported that Chair Oberg had signed the audit engagement letter with Richard Winkel. Lloyd is working with Mr. Winkel to schedule the three-step audit procedure.

Manager Salzer requested of the board guidance on whether to spend funds to have an independent municipal CPA do a review of Richard Winkel's preliminary financial statement and footnotes. This review is a costly process that most government agencies do not follow. Director Guttridge recommended that the funds would be better spent on projects. This matter will be brought up again at the August board meeting.

- B. Authorized check signer cards need to be updated at Wells Fargo bank. Ron Oberg as Chair and Don Guttridge as Treasurer must be authorized as check signers. Directors Weinberg/Zuber moved/seconded that Ron Oberg and Don Guttridge be authorized as check signers for the District. Motion carried unanimously.

#### 5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Staff Rains gave an update on the Milk Creek project funding. The funding gap that was reported to the board in January is a little larger than first anticipated. Staff is requesting the District contribute funds for the installation of the Milk Creek stream restoration project in an amount not to exceed \$80,087. Directors Guttridge/Weinberg moved/seconded to approve funds not to exceed \$80,087 for the installation of the Milk Creek stream restoration project. Motion carried unanimously.
- B. Staff Rains reported that a committee consisting of John Borden, Steve Fedje, Kay Patteson and Don Guttridge reviewed the Milk Creek stream restoration project installation quotes and chose two finalists that they instructed staff to call for references and then make a recommendation. Staff recommended Aquatic Contracting be awarded the contract. Manager Salzer recommended that he be given the authority to contract with the runner-up company, Henderson Land Services if contract negotiations with Aquatic were not successful. Directors Guttridge/Weinberg moved/seconded to award the contract for the Milk Creek stream restoration project to

Aquatic Contracting for \$93,450, not to exceed \$100,000, and to give authority to manager Salzer to negotiate a contract with Aquatic Contracting. If a contract with Aquatic Contract cannot be negotiated in a timely manner, manager Salzer is authorized to negotiate a contract with Henderson Land Services for \$96,940, not to exceed \$100,000. The District will also not require a bid bond. Motion carried unanimously.

- C. Manager Salzer requested that he be authorized to sign the three easements that may possibly be developed for the installation of the Milk Creek project. This would keep the project moving forward in the tight timeline dictated by the in-stream work window. Directors Guttridge/Zuber moved/seconded to authorize Manager Salzer to sign the easements required for the Milk Creek stream restoration project. Motion carried unanimously
- D. Manager Salzer reported that he and staff Faucera have been working on what we want for a conservation planning database for over a year, and with other projects needing our time and attention, we still have not completed the database. He proposed that the District hire a database developer. He and staff Faucera traveled to Olympia to meet with a database developer who would be available at the end of September to develop our database. She anticipated she could have the system up and running by the end of December for testing, with a final product by March 2013. The database will track District contacts and the services each customer received. It will make it easier to gather information when reporting to agencies and will assist us in providing seamless service to landowners. This proposal will be brought to the Executive Committee in August. Chair Oberg requested that proposed costs be provided to the board before the meeting.
- E. Each year the board recognizes landowners or partners at our annual dinner. This year the staff is recommending Jim Toops as the District Cooperator of the Year. The board agreed by consensus. The board asked staff to see if our cooperator of the year would be eligible for entry in the OACD cooperator of the year program. This will be brought back to the board in August.

## **6 – PERSONNEL**

- A. Manager Salzer reported that the requested DVDs from Special District Association of Oregon (SDAO) had been ordered. Recent trainings sponsored by SDAO are featured on these DVDs.

## **7 – MANAGEMENT REPORT**

- A. Manager Salzer reported that a representative of the Warm Springs Tribe had inquired about renting office space at the District office. The Tribe is establishing a habitat protection program in the Willamette Valley and is looking for a convenient location to house one employee. This would be a good opportunity to establish a positive working relationship with the Tribe. They were looking at several locations, but they had not made a decision.

- B. Manger Salzer updated the board regarding a meeting with the Clackamas River Water Providers (CRWP), Oregon Department of Environmental Quality (DEQ) and Water Environment Services (WES). The river provides drinking water for 300,000 residents as well as wildlife and domestic animals. In an effort to help protect the water quality of this river, CRWP has completed a drinking water risk assessment of the Clackamas River watershed. Included in the assessment was the risk posed by failing septic systems. The meeting was called to discuss partnering to address the issue of septic system failure and how to assist landowners who can't afford to fix their systems. This may be a possible use for our Conservation Loan program. WES has a Safety Net program that is cumbersome and difficult for WES to administer since they are also the regulators. Salzer and Kim Swan of CRWP will work on a framework for a program.

Director Weinberg commented that although this wasn't an animal manure issue, the problem is clearly a water quality issue and everyone in the county pays taxes, so should benefit from our services.

- C. Manger Salzer reported that Mike Garvison is still listed as our registered agent and we need to appoint a new person for that position. The registered agent must be an Oregon resident and Salzer is a quasi-resident as he still goes back and forth to his home in Washington. He proposed that Assistant Manager Kilders be appointed as the registered agent. There was no objection from Board members.
- D. An appeals hearing for the proposed composting facility off Redland Road will take place on Thursday. The board requested Manager Salzer attend this hearing and comment if he feels there is a natural resource concern the District should address.

## **8 – COMMITTEE, PARTNER, DIRECTOR REPORTS**

- A. Kris Homma of the USDA Natural Resources Conservation Service reported that the Operations Agreement between NRCS and the District is nearly completed. It will be similar to the last agreement except one work station has been added in exchange for phone service and the security alarm service. Altered work products include time from Staff Givens to assist in eligibility paperwork for federal programs. Time spent by Staff Reische on the Milk Creek project will be included in exchange for the NRCS Basin Engineer time on that project. The agreement will be in effect for five years from the signing date.

Kris also attended the Pudding River Watershed Council event on Saturday. She reported that only a couple of adults and three children participated. She is encouraged that there are good groups in the watershed who are interested in making improvements and she will continue to attend the watershed council meetings. The NRCS has a large project on the lower Pudding River.

### **B. Director reports:**

- 1) Associate Director Miller reported that she had been noticing lots of Tansy in and around West Linn and she was concerned.

- 2) Director Weinberg reported that he and Chair Lee had been ambassadors attending a meeting of the Essex County SWCD in New York state. He said they operate differently from our SWCDs as they do not have elected boards. Their boards are appointed.
- 3) Director Guttridge stated the Personnel committee needed to meet. It was decided that the committee will meet on August 8, following the executive committee meeting.
- 4) Director Zuber reported that the latest Molalla Farmers Market had 15 vendors, but no produce. One vendor did have plants to sell. She also reported that her fuels reduction project had been completed.

The Molalla City Council was scheduled to discuss a salmon acclimation site for hatchery fish that is proposed on the Molalla River was removed from the city council agenda.

- 5) Guest Earl Bowerman introduced himself announcing that he was considering becoming a candidate for the District at-large position on the ballot this fall. His father was a farmer who had assistance from the Soil Conservation Service many years ago. Mr Bowerman was formerly a farm advisor in Arkansas and a retired Department of Soil Science professor. He is looking to make a contribution to agriculture.
- 6) Guest Sue Marshall introduced herself and stated that she had met with Manager Salzer and was looking at a possible Associate Director position with the District. She has lived in the Lake Oswego area since 1980 and owns a farm near Ridgefield, WA. She has spent many years in the environmental field. She has been actively involved in the Tualatin Riverkeepers and most recently a volunteer chair of the Metro Capital Grant program. She has a consulting firm and does a lot of public policy work.

#### **ADJOURN and NEXT MEETING**

Executive committee will meet August 8, 2012 at 9:00 a.m.

Personnel committee will meet August 8, 2012 immediately following the Executive Committee.

The August Board meeting will be held August 21, 2012. The Board meeting will convene at 1:00 p.m.

There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,



Lisa Kilders, Assistant Manager

# Voucher Approval List 07/17/2012

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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## Recurring Expenses Authorized for Payment by Resolution 2011-002:

Clackamas County Department of Finance	July Benefits	4496	7/3/2012	\$ 13,960.39
Comcast	June 2012 DSL for District Network	4497	7/3/2012	\$ 201.90
Integra Telecom	Payment for District's monthly Telecom Service	4498	7/3/2012	\$ 566.31
MODOC Investments dba Redside Equities, LLC	July Rent & Utilities	4499	7/3/2012	\$ 7,167.50
Pacific Office Automation	May Copier Expense	4500	7/3/2012	\$ 386.18
Sonitrol	July Monitoring	4501	7/3/2012	\$ 149.00
			Subtotal	\$ 22,431.28

## Board Approved Expenses:

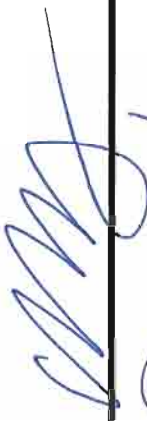
1day Signs	NCUWC Riparian Program Signs for landowner participants	4502	7/17/2012	\$ 857.50
AT&T		4541	7/17/2012	\$ 187.04
Ash Creek Forest Management, LLC	April-June Herbicide Applications - Various Properties	4503	7/17/2012	\$ 12,149.31
Canby Herald	June Display Ad; Board Elections Ad; Subscription	4504	7/17/2012	\$ 573.50
Clackamas County Fair	2012 County Fair Booth	4542	7/17/2012	\$ 1,035.00
Comcast	Additional Services added in May	4505	7/17/2012	\$ 156.77
Community Newspapers	North Clackamas Urban Watersheds Council Ads	4506	7/17/2012	\$ 1,110.00
DAS, State Procurement Office	Annual Procurement Dues	4507	7/17/2012	\$ 50.00
DOG 1015-002	DOG Recipient	4508	7/17/2012	\$ 724.00
Donald Guttridge	June Expense Reimb	4509	7/17/2012	\$ 63.66
Eann Rains	June Expense Reimb	4510	7/17/2012	\$ 62.50
Eileen Eakins, LLC	June Legal Services	4511	7/17/2012	\$ 1,368.00
Erik Carr	June Expense Reimb	4512	7/17/2012	\$ 24.20
George Pennel Trucking & Excavating	Milk Creek Project	4513	7/17/2012	\$ 2,850.00
H2Oregon	June Bottled Water for Board Room	4514	7/17/2012	\$ 17.00
ING - State of Oregon Plan	July 5 Employer & Employee OGSP Contributions	4515	7/17/2012	\$ 6,575.35
J Franco Reforestation, Inc	June Herbicide Applications - Various Properties	4516	7/17/2012	\$ 3,973.47
Jenne Reische	June Expense Reimbursement	4517	7/17/2012	\$ 611.23
Jeremy Baker	June Expense Reimbursement	4518	7/17/2012	\$ 66.68
Joan Zuber	June Board Expense Reimbursement	4519	7/17/2012	\$ 104.04


Lisa Dallaire	June Expense Reimbursement	4520	7/17/2012	\$	23.31
Lisa Kilders	June Expense Reimbursement	4521	7/17/2012	\$	63.71
Marlene Lloyd	June Exp Reimbursement	4522	7/17/2012	\$	49.40
DOG 1113-006	DOG Recipient	4523	7/17/2012	\$	210.00
Minuteman Press	Small Farm Flyers; Garlic Mustard Postcards	4524	7/17/2012	\$	308.38
N. Clackamas Urban Watershed Council	WES Grant Application Support	4543	7/17/2012	\$	500.00
O'Malley Brothers Corporation	Milk Creek Project	4525	7/17/2012	\$	6,725.00
Oregon PERS	Annual Fee	4526	7/17/2012	\$	15.00
R Franco Restoration, Inc.	Herbicidal Applications	4527	7/17/2012	\$	698.25
Rhoda Givens	June Expense Reimbursement	4528	7/17/2012	\$	81.74
DOG 1112-004	DOG Recipient	4529	7/17/2012	\$	439.54
Special Districts Association of Oregon	Annual Workers' Comp Insurance	4530	7/17/2012	\$	2,676.83
Star Mooring Farm	Milk Creek Project	4531	7/17/2012	\$	3,950.00
Stitch N Embroidery	Name Tags	4532	7/17/2012	\$	30.00
TestAmerica Laboratories	E-Coli Testing for Customer	4533	7/17/2012	\$	84.00
The Gold Wrench	Ford & Dodge - Maintenance Services	4534	7/17/2012	\$	327.15
The Oregonian	Board Elections Display Ad	4535	7/17/2012	\$	236.80
DOG 1214-001 & DOG 1015-005	DOG Recipient	4536	7/17/2012	\$	1,020.56
Tom Salzer	June Expense Reimbursement	4537	7/17/2012	\$	50.00
Voyager Fleet System	June Fuel for District Vehicles	4538	7/17/2012	\$	556.65
WACD - CRM	Facilitation Skills Registration - Tom Salzer	4544	7/17/2012	\$	150.00
Weed Wrench Company	2 Weed Wrenches	4539	7/17/2012	\$	384.00
Wells Fargo	Various Expenses	4540	7/17/2012	\$	4,072.35

Board Approved Subtotal \$ **55,211.92**

Total July Payments \$ **77,643.20**

Approved By Board:

  
 Board Chair

  
 Board Treasurer